

## How to Submit documents to inform your individual number ("My number")

1. Print and fill out the form below, cut it along the blue dotted line, and paste it on the surface of an envelope.
2. Put a document to verify your individual number ("My number") and an identification document (if it is required) in the envelope and seal it.
3. When submitting documents by mail, enclose the envelope together with other employment documents (if any) in another larger envelope, and send it by registered mail to the following address below.

3A201, 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8573

Graduate Support, Academic Service Office for the Systems and Information Engineering Area

**Cut along the dotted line.**

特定個人情報在中 取扱注意	
個人番号を提出する方へ	
以下の書類が入っていることを確認し、印を付けて封緘の上、所属部局の窓口に提出してください。	
①個人番号確認書類（写） (いずれか1つ)	
<input type="checkbox"/> 通知カード <input type="checkbox"/> 個人番号カード（両面） <input type="checkbox"/> 住民票（個人番号が記載されたもの）	
②身元確認書類（写） ※①の提出書類が個人番号カードの場合は不要 (いずれか1つ)	
<input type="checkbox"/> 運転免許証 <input type="checkbox"/> パスポート <input type="checkbox"/> 在留カード <input type="checkbox"/> 特別永住者証明書	
(上記がない場合、下記のいずれか2つ)	
<input type="checkbox"/> 住民票 <input type="checkbox"/> 年金手帳 <input type="checkbox"/> 健康保険被保険者証	
③扶養控除申告書用ナンバー報告書 ※「給与所得者の扶養親族控除等申告書」を提出する方は提出してください。	
フリガナ Name in kana	
提出者氏名 Name	
所属 Program	
職員番号 (全て記載) Staff number	Leave blank
内容物に関する 問合せ先 Contact	
部局の事務取扱担当者の方は記入漏れと封緘の有無を 確認してください	

(This form fits to "長3封筒" size (120 x 235 mm) envelope.)

When bringing documents to the Academic Service Office (Graduate Support), you can receive an envelope with the information on the left printed on it at the counter. Fill out the required information, seal it and submit it together with other employment documents on the spot.

**Place a tick in the appropriate box.**

③扶養控除申告書用ナンバー報告書 (Individual number report form for application for exemption for dependents of employment income earner) is required if you have a spouse qualified for withholding deduction, or dependent relatives qualified for deduction, and applying for exemption for dependents of employment income earner. Most students do not meet the requirements, but if applicable, please contact us individually at [sysinfo.ta@un.tsukuba.ac.jp](mailto:sysinfo.ta@un.tsukuba.ac.jp).

**Items other than the staff number are required to be filled in.**

### Sample

Name in kana: ツクバ タロウ

Name: Tsukuba Taro

Program: Degee Programs in Systems and Information Engineering

Contact: 0X0-XXXX-XXXX

\* Fill in your telephone number or email address